

## **Service Learning 179**

### **Introduction to Service Learning for SSS/TRIO**

**Class Day/Time:** Wednesdays, 10:30am – 11:20am

**Room:** Hodges 340

**Credit Hours:** 1 cr.

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#### **Mentors**

Xena Clendenin:

Shannon Watson:

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**Office Location:** G-30 Mountainlair

**Office Hours:** By appointment, Mon. – Fri., 8:30am – 5:00pm (call or stop by the office to schedule)

**Phone:** (304) 293-6629

**Course Format:** Lecture, team activities, and out-of-class volunteer/service opportunities

**Prerequisites:** None

**Restrictions:** Class is restricted to SSS/TRIO student participants

### **Instructional Materials**

- **Required Instructional Materials:**

There is no required textbook for this course. Assigned readings will be announced and made available in class and/or in eCampus. Students are expected to check their Mix email on a regular basis and use eCampus to view course announcements and access materials. Students are also required to utilize iServe to log their completed community service hours (an iServe demonstration will be provided in class).

### **Course Learning Objectives**

- **Course Learning Objectives:**

After completing this course, students will be able to:

1. Identify the mission, programs/services, population served, and community needs addressed by a local non-profit community/campus partner;

2. Identify growth resulting from service learning activities including new or enhanced skills and knowledge;
3. Define what it means to be a civically responsible individual;
4. Enhance critical thinking and problem-solving skills through working in small groups to plan and carry out service activities that address social problems (large-scale) and identified community needs (small-scale);
5. Identify factors that impact one's success in college including motivation and grit; and
6. Establish connections with other SSS/TRIO Participants of similar backgrounds.

## Course Activities

- **Major Learning Activities:**

Service learning is defined as, “a form of experiential education in which students engage in activities that address human and community needs together with structured opportunities for reflection designed to achieve desired learning outcomes.” (B. Jacoby, *Service learning in Higher Education*, 1996). In this course, SSS/TRIO participants will work with their peers in small, mentor-led groups to volunteer with a local non-profit/community partner, thereby serving an identified need in the community. Major learning activities in this course include the completion of 6 hours of volunteer service and a variety of reflection activities based on these experiences. These include self-discovery exercises, small group activities, reflective essays, and group presentations.

- **Expected Timeline:**

Session 1: August 18	<p>Course Overview</p> <ul style="list-style-type: none"> <li>• Why Service Learning? Assigned reading will be provided</li> <li>• Introduction of Peer Mentors</li> <li>• Ice Breaker activity</li> </ul> <p><b><u>Homework:</u></b></p> <ul style="list-style-type: none"> <li>• Noel Levitz College Student Inventory is due by <b><u>Sept 1</u></b></li> </ul>
Session 2: August 25	<p>Service Learning and Community Needs</p> <ul style="list-style-type: none"> <li>• Peer Mentor presentations about Service Learning options</li> <li>• Students will select service activity</li> </ul>
Session 3: September 1	<p>Exploring Your Community</p> <ul style="list-style-type: none"> <li>• Service Teams will be formed</li> <li>• Identification of social problems addressed by selected service activities</li> <li>• Diversity and equity</li> </ul>
Session 4: September 8	<p>Group Work and Service Activity planning</p> <ul style="list-style-type: none"> <li>• Activity to introduce successful tips for working in groups</li> <li>• Group work with your service teams to design your service activities and plan the details of your first service experience</li> </ul>

	<p><b><u>Homework:</u></b></p> <ul style="list-style-type: none"> <li>• Reflection #1 Agency Summary and Needs Assessment (Based on your discussions with your service team, complete the one-page synopsis of your non-profit/community partner and bring it with you to next week's class)</li> <li>• Individual Conference with SSS Counselor must be completed by <b><u>Sept 24</u></b></li> </ul>
Session 5: September 15	<p>Service Team Presentations</p> <ul style="list-style-type: none"> <li>• Service Teams will conduct presentations about their planned service activity, including an introduction about their assigned nonprofit/community partners, populations served, and community needs/social issues addressed</li> </ul>
Session 6: September 22	<p>Embracing Your Story</p> <ul style="list-style-type: none"> <li>• What does it mean to be a TRIO student?</li> <li>• Resilience</li> <li>• Motivation and goal setting activity</li> </ul> <p><b><u>Homework:</u></b> Noel Levitz CSI Reaction Responses Assignment</p>
Session 7: September 29	<p>Professionalism &amp; Your Personal Brand</p> <ul style="list-style-type: none"> <li>• Discuss the importance of how you present yourself in various formats.</li> </ul>
Oct 6	<p>No Class- First Service experience must be completed prior to <b><u>Oct 20</u></b></p>
Session 8: October 13	<p>Civic Responsibility</p> <ul style="list-style-type: none"> <li>• What it means to be a civically-responsible citizen</li> <li>• Drew Dudley video, "Everyday Leadership"</li> <li>• Small group activities</li> </ul> <p><b><u>Homework:</u></b></p> <ul style="list-style-type: none"> <li>• Reflection #2 Takeaways Assignment (Bring your responses to the questions. You will use these to complete an in-class activity with your service team and you will submit these as an individual assignment)</li> </ul>
Session 9: October 20	<p>Service Team Presentations</p> <ul style="list-style-type: none"> <li>• Service Teams will conduct presentations about their first service activity experience</li> <li>• Assigned reading will be distributed for next week</li> </ul>
Session 10: October 27	<p>Advocacy Part I</p> <ul style="list-style-type: none"> <li>• Finding a Cause</li> <li>• Beating the Odds Video</li> </ul>
Session 11: November 3	<p>Advocacy Part II</p> <ul style="list-style-type: none"> <li>• Self-advocacy</li> <li>• What it means to be a part of the TRIO Community</li> <li>• Civic Engagement</li> </ul>

Week of Nov. 8	No Class- Service experience must be completed prior to <b>Dec 8</b>
Session 12: November 17	SSS/TRIO Student Panel <ul style="list-style-type: none"> <li>• SSS Upperclassmen will serve as panelists and share their stories with class members</li> </ul> <b>Homework:</b> <ul style="list-style-type: none"> <li>• Reflection #3 Agency Connections Map (bring your individual agency connections map and responses with you to the last class)</li> </ul>
Nov 20-28	No Class- Thanksgiving Break
Session 13: December 1	Service Team Presentations <ul style="list-style-type: none"> <li>• Service Teams will conduct final presentations</li> </ul> Homework for next week <ul style="list-style-type: none"> <li>• Final Paper and Portfolio are due next week!</li> </ul>
Session 14: December 8	Final Class <ul style="list-style-type: none"> <li>• Complete evaluations</li> <li>• Turn in final paper and portfolio</li> </ul>

## Assessment

- **Major Assignments/Assessments:**

**Class Attendance (Learning Outcomes 1-6)**

Attendance at weekly in-class sessions is required and students will earn 5 points for each course in which they participate. Based on the class topic, students will submit end-of-class reflections and these will be used to record attendance for that session. In the event of an emergency or sickness, please contact the instructor prior to class to catch up on missed material. Class attendance points cannot be made up. (5 pts for each class=70 points)

**Team Volunteer Service (Learning Outcomes 1,2,4 and 6):**

Students will be placed on a service team with 3-5 other students in class and these teams will be guided by SSS Peer Mentors. Service Teams will research, plan, coordinate and complete service activities with a nonprofit/community partner. Students will provide a total of six hours of service at the designated site, not counting the time dedicated for researching and planning out their activities. Because this is a service activity with your “team,” individual service hours cannot be used as a substitute. If an emergency arises and you cannot attend a service activity with your team, you must contact your peer mentor 24 hours in advance or as soon as possible prior to the activity. It is up to the Instructor’s discretion whether alternate arrangements can be made to earn partial points. (6 hours of service=30 points)

**Noel Levitz College Student Inventory Self-Assessment (Learning Outcome 5):**

The Noel Levitz College Student Inventory (CSI) is a self-assessment that will allow students to gauge their perceptions about college and their academic motivation. There are no right or wrong answers. Students will be emailed a link that will lead them to this assignment. Once completed, students will review their CSI results during individual conferences with their SSS/TRIO Counselor. (15 pts)

**Noel Levitz College Student Inventory Reaction Assignment (Learning Outcome 5):**

After the CSI results are discussed during the SSS Counselor meeting, students will complete reaction responses to the self-assessment. (10 points)

**SSS Counselor Meeting (Learning Outcomes 2 and 5)**

As a participant of the SSS/TRIO Program, you are required to meet with your SSS Counselor to complete your Intake and Individualized Success Plan (ISP), which will outline your goals for the semester. To schedule this meeting, you may contact the SSS Office at 293-6629 and request to make an appointment with your SSS Counselor or you may schedule the meeting in person by visiting the SSS Office located in G-30 Mountainlair. This meeting must take place during the first five weeks (last possible day- September 24th) of the semester to receive full credit. (25 pts)

**Reflections and In-Class Presentations (Learning Outcomes 1,2, 4 and 6):**

Three reflection assignments will be provided throughout the semester as team service activities are completed. These include:

Reflection 1 Agency Summary and Needs Assessment

Reflection 2 Takeaways Assignment

Reflection 3 Agency Connections Map

Students will receive these assignments in class at least one week prior to the class in which they are due. Each assignment will include an individual component worth 15 pts each and a group presentation component worth 10 pts each. (75 points total)

**SSS Out-of-Class Events (Learning Outcomes 5 and 6)**

You are required to attend at least two (out of class) SSS events throughout the semester. The list of events will be reviewed during class as well as at your meeting with your SSS counselor. You must attend the **entire** event and complete an event summary form to receive credit. (15 pts for each of 2 events=30 pts)

**Final Paper (Learning Outcomes 2,3,4, and 5):**

The final paper will serve as the final reflection of the course. This paper should be at least 3 typed, double-spaced pages and address your service experience. Detailed instructions will be provided in class. (25 pts)

**Portfolio**

The portfolio is a compilation of the final paper, reflection assignments 1-3, the Noel Levitz response assignment, and a print-out of the student’s I-Serve volunteer hours. The final paper should be placed in the portfolio when you submit this to the SSS Office. Folders to be used as portfolios will be supplied to students by the SSS Office. (20 pts)

• **Grading Criteria and Weight of Points:**

Assignment	Points Possible	Percentage of Grade
Class Attendance	5 pts each for 14 sessions=70 pts	23%
Team Service Activities	6 service hours required=30 pts	10%
Noel Levitz College Student Inventory Self-Assessment	15 pts	5%
Noel Levitz College Student Inventory Reaction Assignment	10 pts	3%

SSS Counselor Meeting	25 pts	8%
Reflection 1: Agency Summary and Needs Assessment	Individual assignment: 15 pts Group Presentation: 10 pts	8%
Reflection 2: Takeaways Assignment	Individual assignment: 15 pts Group Presentation: 10 pts	8%
Reflection 3: Agency Connections Map	Individual assignment: 15 pts Group Presentation: 10 pts	8%
2 SSS Out of Class Events	15 pts for each event attended= 30 pts	10%
Final Paper	25 pts	8%
Portfolio	20 pts	7%

- **Midterm Grade Calculation:**

Your midterm grade will be based on the following assignments:

Attendance for Weeks 1-7 (35 pts)

Noel Levitz College Student Inventory Self-Assessment (15 pts)

Noel Levitz College Student Inventory Reaction Assignment (10 pts)

SSS Counselor Meeting (25 pts)

- **Response Time and Feedback Plan:**

Feedback for assignments will be as prompt as possible, usually occurring within a week of assignment submission. Grades will be recorded and maintained in eCampus so that students will be able to view ongoing progress.

- **Final Grading Scale:**

Points will be compiled for each required assignment and students will earn a final letter grade, according to the following scale:

270-300 pts= A

240-269 pts= B

210-239 pts= C

180-209 pts= D

Below 209= F

## Course and Institutional Policies

- **Attendance Policy:**

Students are expected to attend class on a regular basis. Students who are absent from class are expected to take full responsibility for their own academic work and progress. If a class is

missed, it is the student's responsibility to discuss this with the instructor and complete missed work or equivalent work, as deemed appropriate by the instructor.

Absences can be excused if prior approval is provided by the instructor, so please communicate this as early as possible if you anticipate missing class. Events that justify an excused absence include religious observances, mandatory military obligation, mandatory court appearances, and participation in university activities at the request of university authorities. Other events may justify an excused absence at the discretion of the instructor. Class attendance points can be made up only if the absence is excused and with approval from the instructor.

- **Late Assignment Policy:**

Late assignments are generally not accepted. In the event of an emergency which prevents you from submitting an assignment on time, it is up to the instructor's discretion as to whether a later due date can be granted.

- **Inclusivity Policy:**

The West Virginia University community is committed to creating and fostering a positive learning and working environment based on open communication, mutual respect, and inclusion.

If you are a person with a disability and anticipate needing any type of accommodation in order to participate in your classes, please advise your instructors and make appropriate arrangements with the Office of Accessibility Services. (<https://accessibilityservices.wvu.edu/>)

More information is available at the Division of Diversity, Equity, and Inclusion (<https://diversity.wvu.edu/>) as well. [adopted 2-11-2013]

- **Other Institutional Policies:** Students are responsible for reviewing policies on academic integrity, incompletes, sale of course materials, sexual misconduct, adverse weather, as well as student evaluation of instruction, and days of special concern/religious holiday statements. (<https://tlcommons.wvu.edu/syllabus-policies-and-statements>)

- **COVID-19 Policy:**

WVU is committed to maintaining a safe learning environment for all students, faculty, and staff. Should campus operations change because of health concerns related to the COVID-19 pandemic or other campus-wide emergency, it is possible that this course will move to a fully online delivery format. If that occurs, students will be advised of technical and/or equipment requirements, including remote proctoring software.

In a face-to-face environment, our commitment to safety requires students, staff, and instructors to observe the social distancing and personal protective equipment (PPE) guidelines set by the University at all times. While in class, students will sit in assigned seats when required and will wear PPE according to current University guidelines. Students who fail to comply may be referred to the Office of Student Conduct for sanctions.

COVID related absences fall under the University attendance policy found here: [attendance](#). As detailed in the policy, a student who becomes sick or is required to quarantine during the

semester should notify the instructor. The student should then work with the instructor to develop a plan to complete the course learning outcomes while he or she is absent.

- **Mental Health:**

Mental health concerns or stressful events can adversely affect your academic performance and social relationships. WVU offers services to assist you with addressing these and other concerns that you may be experiencing. You can learn more about the broad range of confidential mental health services available on campus at the [Carruth Center for Psychological and Psychiatric Services](#).

If you need crisis services, call the CCPPS main number 24/7: (304) 293-4431.

Crisis services are also available through text: Text WVU to 741741 for support 24/7 from a trained Crisis Counselor. [A longer version of this optional statement](#) is available for reference.

- **Syllabus Change and Revision Statement**

The instructor reserves the right to change and/or modify the course syllabus at any time during the semester. Students will be notified of any changes and/or modifications.